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	Process Owner Head CME Department	Approval Authority MCPP Director		irector

1. Purpose & Scope

The purpose of this process is to describe commercial support policy for Medical Corps NSHS CME approved educational activities.

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001, NSHS Quality Manual, b) NSHS-002, Quality Systems Document Control, c) NSHSINST 1520.1, d) ACCME Essentials Areas and Elements, e) SECNAVINST 5212.5 series.

3. Definitions

The terms listed below are defined to assist the reader.

- 3.1 **CME**: Continuing Medical Education.
- 3.2 **ACCME**: Accreditation Council for Continuing Medical Education.
- 3.3 **LOA**: Letter of Agreement.
- 3.4 **CME Activity Director**: The physician in charge of the CME activity
- 3.5 **Not-for-Profit Organization**: Any Organization with a tax-exempt status under 26 U.S.C. 501 (c) (3), such as The Henry M. Jackson Foundation for the Advancement of Military Medicine, Inc. (HMJF).

4. Document Review & Concurrence

Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Head CME Department	OM (Process Owner)	CAPT C. I. Macri	Director of MCPP	OM (Approval Authority)	CAPT T. Miller
Assistant Head CME Department	OM	CDR J. A. Luke	MCPP Deputy Director	ОМ	Ms. H. Gordon
CME Application Manager	OM	HM2 T. E. Welker			

5. Summary of Changes

Version	Description	Date
01	Initial Draft of procedure.	31 AUG 01

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6. **Process Flowchart** Need for CME activity identified E-Mail requiring funding Conference Contact Telecon Mail Contact Not-for-Profit Organization for funding guidance (> 12 weeks minimum) Commercial offer or use of Commercial Offer Existing Special Projects funds existing Special Unrestricted project funds? educational Direct Commercial Supporter to Not-for grant/gifts-in-Not-for-Profit Organization transfers Profit Organization recognized as a 501 kind funds from existing Special Project Fund (c) (3) tax exempted organization (e.g. to Host specific CME Sub-account(s) HMJF) LOA, Memo Not-for-Profit Organization establishes Documents may include the Availability of documentation for acceptance and following as appropriate: Funds distribution of support Pre-offer of Support Post-offer of Support Letter of Agreement (LOA) Not-for-Profit Organization receives Signed LOA Memo Availability of Funds signed LOA from commercial supporter & forwards to NSHS CME Activity File **NSHS** Approval NSHS sends letter to activity director Letter approving the CME Activity **NSHS CME Account** HMJF 500-5CM36001-100 Commercial support is received by Notsub accounts for-Profit Organization and directed to NSHS CME account Forms available: Web CME Activity Director provides Not-for-Profit appropriate reimbursement form(s) to Organization the speaker for completion & submittal Staff Education & to Not-for-Profit Organization Training CME Activity Director notifies NSHS & Not-for-Profit Organization of completion of the activity & fowards completed activity costs forms to Not-for-Profit Organization for review Not-for-Profit Organization provides **Activity Cost** summary of outstanding activity costs to Summary NSHS for approval/signature Upon receipt of NSHS signature, all outstanding activity costs are paid Not-for-Profit Organization provides **NSHS CME** NSHS with accounting statement for Activity File activity file

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7. Quality Records

Record Name	Owner	Location	Indexing	Duration	Disposition
NSHS CME Activity File	Application Manager	File Cabinet	By: Activity Number	4 years, post completion	Forward to inactive file & Destroy per SECNAVINST 5212.5 series at end of active service

8. Addendum

N/A